



MULTI-AGENCY PERMITTING TEAM COMMUNICATION PLAN

Communication and coordination are essential to the success of the Multi-Agency Permitting (MAP) Team. This Communication Plan is intended to facilitate communication and coordination both within and outside of the MAP Team. The MAP Team views communication as an ongoing and dynamic process that may vary depending on the particular people and agencies involved, as well as on the specific needs of each project. The Communication Plan allows for this variability while providing a basic framework that clarifies MAP Team expectations. The plan includes specific procedures, responsibilities and tools that will contribute to open communication among all involved agencies and staff.

The plan is divided into 9 sections as follows:

- Communication within the MAP Team,
- Communication with the WSDOT Environmental Office,
- Communication with WSDOT Design and Project Engineers,
- Communication within our own Agencies,
- Communication with City/County Local Permitting Agencies,
- Communication with the Member Agencies Executive Management,
- Communication on Substantial Changes,
- Communication with the Public and the Media, and
- Communication Tools.

The Communication Plan will be used by the MAP Team and will also be disseminated to WSDOT Northwest Region (NWR) Project Environmental Coordinators (PEC) and Project Engineers (PE) that will be working with the MAP Team. The figure on the following page provides a general model of communication paths, as described in this plan.

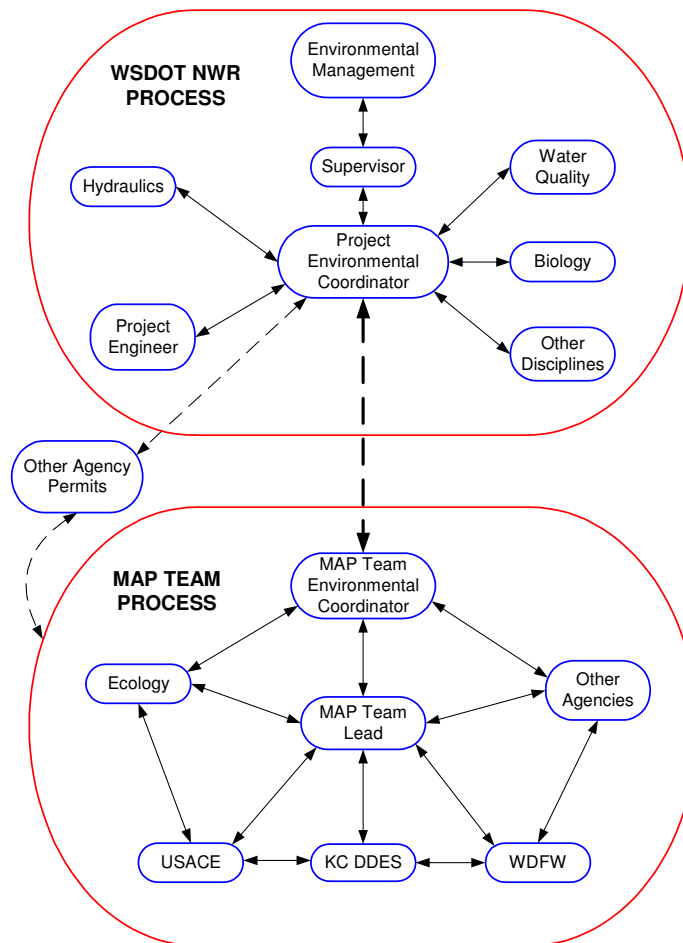
Communication within the MAP Team

Co-location

The MAP Team will be co-located together a minimum of two to three days a week at Ecology's Northwest Regional Office. As a result, it is expected that communication and coordination within the Team will occur in both formal and informal processes. Co-location schedules and contact information for each team member are shown on the contact list below.

Points of Contact

Team members will serve as the point of contact for their agency for issues relating to MAP Team process and projects. Team members needing information from a member agency will first consult that agency's representative(s) on the MAP Team.



WSDOT NWR/ MAP Team Communication Model

Weekly Standing Meeting

To ensure timely and available communication for coordination on permits and other work products, weekly meetings will be held each Monday to discuss work schedules, project status and priorities, project risks and opportunities, conflicts, and other relevant issues. Risks are defined as any project components that may negatively affect the scope, schedule or budget of a project, or differ from the normal permitting and environmental mitigation processes. Opportunities are defined as positive effects to the scope, schedule or budget of a project, or options that would result in innovative mitigation plans that contribute to positive effects to the environment. The Team Lead will prepare the meeting agenda and facilitate the meeting unless another team member is designated.

MAP Team Lead/Environmental Coordinator Communication Responsibilities

The MAP Team Lead will facilitate communication both within and outside of the Team as needed. This includes facilitating meetings, communicating project needs, working with the WSDOT and team members to set project priorities and review schedules, and other duties.

The MAP Team Lead and the MAP Team Environmental Coordinator (MTEC) will work with the WSDOT NWR together to gather sufficient information about MAP Team project scope and to set the schedule of deliverables. This will allow the MAP Team to set priorities and determine a level of involvement of MAP Team staff for each project and each discipline. This Draft project summary will be presented to the MAP Team members for review and endorsement at the weekly meeting.

Team Member Communication Responsibilities

Each team member will keep the Team informed regarding work progress, status of deliverables, project issues, work schedule changes, planned leave, and other relevant information. Members will report to the Team as soon as possible if circumstances arise that interfere with their ability to complete their work.

Map Team Contact List

Name	Agency / Discipline	MAP Phone #'s	Other Phone #'s	E-mail	Work Schedule
Jim Fraser	WDFW Area Habitat Biologist	(425) 649-7003	(360) 902-2566 DFW	frasejlf@dfw.wa.gov	M-Th. 7:00-5:30
Dan Hagglund	WSDOT NWR MAP Team Envir. Coordinator	(425) 649-7106	(206) 440-4534 DOT	hagglund@wsdot.wa.gov	M-Th. 6:30-5:00
Penny Kelley	Ecology 401 Permit Specialist	(425) 649-7181	(360) 407-7298 DOE	Pkel461@wsdot.wa.gov	
Kim Harper	Ecology Wetland Biologist	(425) 649-7004		khar461@ecy.wa.gov	M-Th. 7:00-5:30
Pat Klavas	WDFW Habitat Engineer	(425) 649-7100	(360) 902-2606 DFW	klavajpk@dfw.wa.gov	M-Th. 7:00-5:30
Gerry Shervey	Ecology Stormwater Engineer	(425) 649-7215	(206) 799-2329 cell	gshe461@ecy.wa.gov	M-Tu.
Jason Smith	WSDOT MAP Team Lead	(425) 649-7286	(360) 791-8827 cell	smithjw@wsdot.wa.gov	M-Th. 7:00-4:30 Fri. 7:00-3:30
Kate Stenberg	USACE 404 Project Manager	(425) 649-7002	(206) 764-6912 Corps	kathryn.j.stenberg@nws02.usace.army.mil	M-F
Doug Dobkins	King County DDES	(425) 649-7007	(206) 240-8902	Doug.dobkins@metrokc.gov	M-F

Communication with the WSDOT Environmental Office

Team Lead/Environmental Coordinator Communication Responsibilities

The Team Lead and/or MTEC will be responsible for MAP Team coordination with WSDOT. Communication will be primarily through the WSDOT NWR Project Environmental Coordinator (PEC) to obtain information necessary to develop complete permit applications and to review and complete mitigation plans and permits.

The MTEC will work with PEC's and PE's to schedule early project coordination and site meetings, and will communicate the schedule to MAP Team members.

Opportunities may arise to meet with other WSDOT disciplines on issues regarding permits and mitigation planning. Coordination and communication regarding these meetings will occur through the MTEC and PEC.

Communication with Design and Project Engineers

Team Member Communication Responsibilities

In general, communication with the design team will include and be coordinated through the WSDOT NWR PEC. This will allow for consistency and single contact points when appropriate. This is meant as a way to ensure that the right people are present during discussions that may affect multiple disciplines inside and outside of the MAP Team.

On specific issues that all parties agree would be best handled in a collaborative effort between specific disciplines, communication paths will primarily include representatives of those disciplines rather than the entire MAP Team (e.g. fish passage designs between WSDOT NWR Biology, the WDFW Habitat Biologist and Engineer, and the WSDOT Design Engineer). It will be left to the discretion of the WSDOT NWR PEC as to their level of involvement in these communications.

Communication within our own Agencies

Team Member Communication Responsibilities

All MAP Team members will keep their supervisors informed of their work schedules weekly and work progress monthly. Members are also responsible for forwarding MAP Team status and progress reports to other members of their agencies as requested by the agency.

All team members will keep their appropriate regional/field regulatory staff informed of the results of permit mitigation development and permit issuance.

King County DDES will make arrangements for specialty positions to participate on a case by case basis dependant upon project specific requirements.

Team members will be participating within their agencies technical groups such as Ecology TAG meetings.

Communication with other Agencies

In general, communication with other agencies outside the MAP Team will include and/or be coordinated through the WSDOT NWR PEC. This will allow for consistency and single contact points when appropriate. This is meant as a way to ensure that the right people are present during discussions that may affect multiple disciplines inside and outside of the MAP Team.

Local agency coordination is predominantly the responsibility of the WSDOT NWR PEC, therefore meeting scheduled time periods will require that effective communication occur between the PEC and local agency(s). Coordination between MAP Team member agencies and local agencies, with the exception of King County, will occur in support of the PEC's role either at their request on non-regulatory matters or with their knowledge on regulatory matters.

Communication with Member Agencies Executive Management

MAP Team Steering Committee

Agency Executives established the Steering Committee. The Steering Committee will meet monthly following MAP Team implementation. The Team Lead will organize and facilitate these monthly meetings.

Agency Directors

The Team Lead will present a report to member agency directors and the Steering Committee on a quarterly basis. The first such report will be completed by April 6, 2004.

Communication on Substantial Changes

Changes in MAP Team Personnel

New Map Team members will be brought up to speed by their predecessor or a designated team mentor. The Team Lead will communicate changes in team personnel to the appropriate WSDOT staff.

Changes in Project Parameters

The Team Lead or MTEC will inform the MAP Team of any substantial changes to project scope, schedule, and other project-related issues that may affect the permit review process. The Team will then identify and communicate consequences associated with these substantial changes to the PE and PEC.

Changes in Permit Requirements or Agency Policies

It will be the responsibility of each team member to stay current on the permit requirements and policies of his or her own agency and to communicate any changes to the Team. The Team will then decide on the best course to inform appropriate staff at WSDOT. Where the change directly affects projects that are currently in the permit review process, the Project Environmental Coordinator and the Project Engineer will be informed as soon as possible.

Communication with the Public and the Media

All communication with the public or the media on MAP Team actions/operations or WSDOT projects will be through the respective agency communication office(s). The contacts for each agency are listed below:

WSDOT – Linda Mullen – (206) 464-1209, mullenl@wsdot.wa.gov

WDOE – Larry Altose – (425) 649-7009, lalt461@ecy.wa.gov

WDFW – Craig Bartlett – (360) 902-2259, bartlcab@dfw.wa.gov

USACE – Patricia Graesser – (206) 764-3760, patricia.c.graesser@usace.army.mil

King County – Paula Adams – (206) 296-6682, Paula.Adams@metrokc.gov

Requests made to team members from the public or media for information should be referred to both the Team Lead and the appropriate agency communication office.

Communication Tools

Meetings

Meetings will be a primary tool for conveying essential information both within and outside of the MAP Team. To effectively use this tool, the Team has adopted the following meeting guidelines:

- We will strive to start and end meetings on time.
- We will respect differences and listen to each other's ideas.
- We will acknowledge problems and deal with them in an open and timely fashion.
- Within our team, we have the resources we need to solve any problem that arises. This means that we will all be contributors.
- We will come to meetings prepared to address items on the agenda.
- Team members will work within their agencies to communicate issues and keep the right people informed of decisions that are being made.

- Meeting agendas and handouts will be distributed by email and hard copy to the MAP Team and appropriate WSDOT PEC, PE, and Design Engineer in advance of the meeting date.

Project Tracking Database

A project tracking database will be established and maintained by the MAP Team Lead. When team members have updates to the database, they will inform the Team Lead. The database includes: information on project schedule, application status, permit status and other items.

Project Workbooks

To help maintain and organize information on MAP Team projects, WSDOT will provide individual project workbooks. Each team member will then update their own project workbook as application documents are submitted.

Project Forms

A variety of forms will be developed to facilitate consistent communication and coordination on MAP Team projects, such as: a contact list for each project; a Complete Application Checklist; project schedules, as needed; and a suggested MAP Team Process. The Team Lead will inform team members when new forms are developed or existing forms are revised.